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Boston Redevelopment Authority

Artist Certification Guidelines and Application – July 3, 2003 deadline

WHAT IS AN ARTIST CERTIFICATE?

An Artist Certificate is a letter from the BRA to an artist that confirms that the artist has been reviewed by a committee of peers and is "certified" as a working artist. An Artist Certificate qualifies an artist for a period of five years as eligible for artist spaces. Upon expiration, an artist will need to seek new certification.

WHO IS ELIGIBLE FOR AN ARTIST CERTIFICATE?

Any artist who can demonstrate to a committee of peers that they have a recent body of work as an artist, and who requires loft-style space to support that work, is eligible.

WHY DO I NEED AN ARTIST CERTIFICATE?

The BRA has launched a special initiative designed to retain and expand space for artists in Boston. A central element in this new initiative is the creation of new space permanently dedicated to artists through deed restrictions or other legally binding covenants. Space is designed to meet artists' special needs (i.e. special ventilation or soundproofing). An individual who seeks to rent or purchase one of these artist spaces will be required to submit a current Artist Certificate as proof of eligibility.

WHO REVIEWS THE APPLICATION AND MAKES DECISIONS REGARDING CERTIFICATION?

Each application and related attachments is presented to a peer review committee. The committee is comprised from a pool of Boston artists and arts professionals who have been nominated to serve in this capacity. To make a nomination contact Heidi Burbidge at (617) 918-4306. The peer review committee certifies whether each applicant is able to demonstrate that s/he is a working artist. The decision of the peer review committee will be final. If an applicant is not certified during this round, s/he can reapply in a future round with further information, but s/he will not be eligible to purchase a unit at Dover Lofts.

HOW DO I GET AN ARTIST CERTIFICATE?

To obtain an Artist Certificate, an artist must submit a simple application form. Please see below for the guidelines and the attached application document.

APPLICATION REQUIREMENTS

Each application must consist of any combination of the following materials:

- Evidence of a recent body of work, created in the past 3 years, as documented in support materials such as slides, video, audiotapes and/or CDs; production photographs; scripts, works of fiction, non-fiction or poetry. Support materials need to be labeled (i.e. artist's name, date of work)—**do not submit original artwork**;
- Evidence that the artist has formal training in the arts, as documented in a resume that summarizes that training;
- Evidence that the artist has presented his/her work in exhibition, performance, readings or comparable public programming, as documented in a resume, sample programs/invitations, catalogs, press clips, etc;
- Up to 3 letters of recommendation from artists and/or arts professionals (i.e., curators, producers, teachers, etc.) who are recognized within the arts community and who will attest that the applicant is a serious, working artist. Please note: only submit letters of recommendation if you cannot present evidence of recent body of work, evidence of formal training and/or evidence that you have presented your work publicly.

Application and supporting materials must be mailed to Maloney Properties, Dover Lofts/Mark Driscoll, 27 Mica Lane, Wellesly, MA 02481 by July 3, 2003. If you enclose a self-addressed stamped envelope, your materials will be returned to you by the end of August.

The decision of the Peer Review Panel will be final. Please be sure to submit a complete application.

AUTOMATIC CERTIFICATION

Automatic certification is granted to artists who have received recent fellowships from the Mayor's Office of Culture Affairs or Massachusetts Cultural Council. Any artist who has received a fellowship from the Mayor's Office of Cultural Affairs for the City of Boston, or been named a fellow or finalist through the Artist Grant Program of the Massachusetts Cultural Council in the past three calendar years is automatically eligible to receive an Artist Certificate. We cannot automatically certify artists who have received grants from their local arts lottery and/or the MCC's Professional Development Grant Program, as they do not use a similar review process.

If you are such an artist, you must submit a basic application. If you do qualify under this guideline and want to obtain an Artist Certificate, please fill out the attached application form only (no attachments) and send the application along with a copy of your award letter from the Office of Cultural Affairs or the Massachusetts Cultural Council. Pending confirmation from the OCA or the MCC, your Artist Certificate will be issued.

*Please remember that filling out your personal information for the BRA's artist database does not certify you as an artist. You must complete the following application and be approved by the Peer Review Committee.

CITY OF BOSTON ARTIST SPACE INITIATIVE

ARTIST CERTIFICATION APPLICATION FORM

Name:_____

Street Address:_____

Apt Number if applicable:_____ City/State/Zip Code:_____

Telephone
(days):_____Telephone(evenings):_____

Email address if available:_____

Describe briefly why your work requires studio/loft-size space.

_____

_____

_____

What is your primary artistic discipline:

__visual arts:
- ____crafts
- ____painting/drawing
- ____printmaking
- ____sculpture
- ____photography
- ____other:_____

__media arts
- ____film
- ____video
- ____other:_____

__performing arts
- ____dance
- ____theater
- ____music
- ____other:_____

____literary arts
- ____fiction
- ____non-fiction
- ____poet
- ____other:_____

CHECKLIST OF ATTACHMENTS

Please note which of the following items are included (check all that apply):

____Support materials:

____up to 20 slides; and/or
____up to 10 minutes of videotape/CD/audiotape; and/or
____up to 20 production photographs; and/or
____up to 10 reproductions of sketches used in set or costume design; and/or
____up to 30 pages of sample scripts, works of fiction, non-fiction and/or poetry.

Be sure to label all materials with your name, date of the work, and, where appropriate, media, dimensions and/or duration. Work must have been completed within three years of the date of this application.

DO NOT SUBMIT ANY ORIGINAL MATERIALS. The BRA will make every effort to handle materials with care but cannot be accept responsibility for lost or damaged goods.

____ Resume listing professional experience (i.e., exhibitions, commissions, teaching, etc.) and educational training. This resume can be supplemented with up to 10 pages of sample programs/invitations, catalogs/invitations, and/or press clips.

____ Up to three letters of recommendations from artists or other arts professionals who are recognized in the local community attesting that you are a serious, working artist.

____ Return-addressed, stamped envelope

PLEASE DO NOT USE STAPLES, BINDERS OR OTHER PACKAGING. PAPER CLIPS ONLY. Due to anticipated volume, the BRA will return support materials when an artist provides a returned addressed stamped envelope ONLY. Other materials will be discarded after the review process is complete. DON'T FORGET TO INCLUDE THIS ENVELOPE; BE SURE IT HAS ADEQUATE POSTAGE.

A FEW LAST QUESTIONS....

1. Please list any of the current sites with artist units where you are applying:

2. Please tell us how you heard about this project; it will help us reach artists in the future:
   ____Newspaper. Please specify:_____
   ____Electronic Billboard. Please specify_____
   ____BRA Artist Database
   ____Word of Mouth
   ____Other:_____